

*For additional information please contact:
Mr. Cain Magras
340-774-0750*

Form No. DPP-RFP-PS-68-75

Approved 5/7/75

**GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES**

**Request for Proposal-Negotiation
Professional Services**

To:..... Date: October 26, 2004

..... RFP No. 0003-2005

Pursuant to 31 V.I.C. §239 (a) (4) and the Rules and Regulations thereunder issued, the Government of the Virgin Islands, Department of Property and Procurement, will receive proposals for the work described below. Proposals will be received until **Friday, November 26, 2004 @4:00 o'clock P.M.**

DESCRIPTION OF WORK AND PROJECT No.

The Government of the Virgin Islands, Office of Management and Budget is requesting proposals to Develop Government-wide Cost Allocation Plan and Indirect Cost Rates for Fiscal Years 2006-2008.

SCOPE OF SERVICES: ATTACHED

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-2-

NEGOTIATED PROCEDURES:

The Commissioner of the Department of Property and Procurement will appoint a Selection Committee to assist in the evaluation and selection of the Contractor. Accordingly current data on qualifications and performance should be submitted with proposals. After reviewing the qualifications and proposals the Committee will select for discussions from the firm/s or person/s considered not less than three (3), in order of preference, **deemed to be the most highly qualified to provide the services herein required.** Discussions will be conducted successively and severally with the firms or persons so selected regarding the anticipated concepts and the relative utility of alternative methods of approach for furnishing the services hereunder.

FACTORS FOR DISCUSSIONS

Selection criteria will include (i) Professional qualification, registration and general reputation of the principals of the firm or person; (ii) the extent to which the firm or person specializes in or has designed projects of a type and scope similar to that hereunder; (iii) familiarity with the area in which the project is to be located; (iv) capability of meeting design schedules; and (v) quality of performance on other projects.

NEGOTIATION:

The Selection Committee shall recommend to the Commissioner **the highest qualified firm or person with whom a contract shall be negotiated.** The Commissioner, with the assistance of the Selection Committee, shall attempt to negotiate a contract with such firm or person.

Should the Commissioner be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price he determines to be fair and reasonable to the Government, negotiations with that firm will be formally terminated. Negotiations will then be commenced with the second most qualified, the third most qualified or additional firms, in order of preference and their competence and qualification, and shall continue until an agreement is reached.

Randolph Latimer
Acting Commissioner of Property and Procurement

INSTRUCTION TO PROPOSALS

A. NOTICE

This project is for **Development of a Government-wide Cost Allocation Plan and Indirect Cost Rates for Fiscal Years 2006-2008 for Office of Management and Budget.**

Information provided in the scope of work is to be used only for purposes of preparing a proposal. It is further expected that each bidder will read the scope of work with care, for failure to meet certain specified conditions may invalidate the proposal.

The Government of the Virgin Islands, herein after referred to as GVI, reserves the right to reject any or all proposals or any portion thereof and to accept the proposal deemed most advantageous to GVI. Price shall not be the sole criterion of awarding this project. Scope and quality of work proposed and the ability of the bidder to complete this type of project shall also be considered.

Applicants are requested to submit proposals on the basis of the scope of work. Alternative proposals recommending new features and technology other than that requested in the scope of work will receive consideration providing such new features and/or technology is clearly explained. Any exceptions to the requirements requested herein must be clearly noted in writing and be included as part of the proposal.

The information contained herein is believed to be accurate, but is not to be considered in any way as a warranty. Request for additional information clarifying the Scope of Work should be directed in writing to: **Mr. Ira Mills, Director, Office of Management and Budget** at (340) 774-0750 and a copy to the Commissioner of Property and Procurement.

B. STATEMENT OF PURPOSE

This project has been addressed to assist the Government in development of a Government-wide cost allocation plan, development of indirect cost rates and provide a synopsis of the advantage/disadvantage of utilizing a three year indirect cost allocation plan versus implementing a "modified" two year "fixed with carry forward" method.

C. PROPOSED SCOPE OF WORK

SEE ATTACH SCOPE OF WORK

D. TIMETABLE

1. Last day for requests for written clarification will be Tuesday, November 16, 2004.
2. Proposals will be accepted at DPP no later than 4:00 P.M., Friday, November 26, 2004.

E. SUBMISSION OF PROPOSAL

All interested parties shall submit seven (7) sets of proposals, which are to be delivered to the Department of Property and Procurement during normal business hours, no later than 4:00 o'clock P.M., Friday, November 26, 2004.

They shall be addressed to:

Hon. Marc Biggs
Commissioner
Department of Property & Procurement
Building #1 Subbase, 3RD Floor
St. Thomas, Virgin Islands 00802

The sealed envelope containing the proposal must have the following information written on the outside of the envelope:

SEALED PROPOSALS-DO NOT OPEN

RFP# 0003-2005
(Name of Bidder)
(Mailing Address of Bidder)
(Telephone Number of Bidder)
(Fax Number of Bidder)

Where proposals are sent by mail, the bidder shall be responsible for their delivery to DPP before the date and time set for the closing of acceptance of proposals.

F. WITHDRAWALS OF PROPOSAL

A proposal may be withdrawn at any time prior to the time specified as the closing time for acceptance of proposals. However, no proposal shall be withdrawn or canceled for a period of thirty (30) days after said closing time for acceptance of proposals nor shall the successful provider withdraw or cancel or modify his proposal, except at the request of GVI after having been notified that said proposal has been accepted by GVI.

G. INTERPRETATION OF SPECIFICATIONS

If any person contemplating submitting a proposal requires clarification of any part of the scope of work, he/she may submit to the GVI a written request for an interpretation thereof to **Mr. Ira Mills, Director, Office of Management and Budget**. GVI will not respond to questions received after the above established date. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the scope of work will be made in writing to all prospective providers. Oral explanations will not be binding.

H. CONSIDERATION OF PROPOSAL

The Commissioner of Property and Procurement shall represent and act for GVI in all matters pertaining to the scope of work and contract in conjunction therewith. **This RFP does not commit GVI to the award of a contract, nor pay any cost incurred in the preparation and submission of proposals in anticipation of a contract. GVI reserves the right to reject any or all proposals and to disregard any informality and/or irregularity in the proposal when, in its opinion, the best interest of GVI will be served by such action.** Proposals failing to provide some of the items in the scope of work shall not be rejected per se but any deviations from the scope must be clearly noted.

I. ACCEPTANCE OF PROPOSALS

GVI will notify in writing acceptance of one of the proposals. Failure to provide any supplementary documentation to comply with the vendor's proposal may be grounds for disqualification.

J. CONTENTS OF PROPOSAL

The following is a list of information to be included in the written proposal. Failure to comply with all the requirements as outlined, may disqualify the applicant.

1. Introductory letter about the applicant:
 - a. Name, address, fax and telephone numbers.
 - b. Type of service for which individual is qualified.
 - c. Copy of V.I. business license.
2. Organization:
 - a. Names of Principals of Firm.
 - b. Names of key personnel with experience of each and length of time in organization.
 - c. Number of staff available for assignment.
3. Outside consultants and associates usually retained.
4. Project experience:
 - a. List of completed projects of similar type and estimated cost of each.
 - b. Current projects underway; scope; percentage completed to date and estimated cost of each.
5. Similar Project References (including contact name and number).
6. Project Approach:
 - a. Describe how you will approach this project
 - b. Develop an equipment list.
7. Cost: The Cost Proposal must be submitted in a separate sealed envelope.

K. CONFLICT OF INTEREST

A bidder filing a proposal hereby certifies that no officer, agent or employee of GVI has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of GVI; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Bidder for the same request for proposals; the Bidder is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

L. LICENSE REQUIREMENT

An award will not be made to any firm or individual doing business in the Virgin Islands to perform work with the Government of the Virgin Islands until evidence is submitted that the said firm or individual has a valid V.I. Business License to do similar business in the Virgin Islands. Bidders must submit hard copy of a valid V.I. business license within ten (10) working days after award.

All Bidders bidding as Joint-Ventures that do business in the Virgin Islands must be licensed as a Joint-Venture in the Virgin Islands.

M. REQUIRED DOCUMENTS

1. **PUBLIC LIABILITY:** The successful bidder will be required to obtain and have in place public liability insurance and other insurance necessary as requested in this proposal package. Insurance policy(ies) shall name the Government of the Virgin Islands as "Additional Insured". The public liability insurance shall have a minimum limit of not less than **one hundred thousand (\$100,000.00) dollars** for any one occurrence for death or personal injury and **one hundred thousand (\$100,000.00) dollars** for any one occurrence for property damage. Bidder must provide public liability insurance within ten (10) working days after award.
2. **WORKERS' COMPENSATION:** Within ten (10) working days after award of project the successful bidder must submit a copy of their certificate providing that his firm and his agents are covered by Workers' Compensation Employee's Liability.

FAILURE TO PROVIDE THE CERTIFICATES WITHIN THE STATED TIME PERIOD MAY RESULT IN THE PROPOSAL DEEMED AS NON-RESPONSIVE AND MAY BE IMMEDIATELY DISQUALIFIED WITH NO FURTHER CONSIDERATION GIVEN FOR POTENTIAL AWARDING OF THE CONTRACT.

N. REQUIREMENTS FOR CORPORATIONS:

1. ARTICLES OF INCORPORATION
2. CERTIFICATE OF RESOLUTION

THESE WILL BE REQUIRED PRIOR TO AWARD OF CONTRACT

SCOPE OF SERVICES

The following component units of the Government of the Virgin Islands will not be included in the scope of services required: Water and Power Authority, V.I. Housing Authority, University of the Virgin Islands, V.I. Housing Financing Authority, Public Finance Authority, the V.I. Port Authority, V.I. Waste Management Authority, and the Government Employee Retirement System.

The scope of services shall include the following deliverables:

1. *Deliverable: A complete report of all allowable Indirect Costs identified in an Indirect Cost Allocation Plan (for FY 2006-FY 2008) acceptable to the Federal Government, its grantor agencies, and the Virgin Islands Office of Management and Budget (VIOMB) taking into consideration the following:*
 - a. *All costs identified shall meet the requirements of OMB Circular A-87 (as revised).*
 - b. *The Indirect Cost Allocation Plan shall consider the newly adopted policy by the Government of the Virgin Islands regarding "Unused Leave" as it relates to Federal Programs and what can be charged as Direct Costs versus Indirect Costs. The Plan shall also include consideration of "Post Retirement Health Care Benefits" to be paid as Indirect Costs.*
 - c. *Costs will be treated consistently as direct or indirect.*
 - d. *Emphasis will be given to the practicality and the potential for reimbursement as a charge to an outside funding source.*
 - e. *Relative indirect costs should be "approximated through the use of reasonable methods" acceptable to the Federal Government and VIOMB.*
 - f. *Recommend a method by which indirect rates can be automatically charged against total direct costs by the Financial Management System (FMS) as a part of its normal operations.*
 - g. *Identification of indirect cost reimbursement limitations by individual grant programs (including "restricted" rates imposed and other grantor restrictions limiting the collection of identified indirect costs). These programs and rates must be identified in a "Special Rates" report for use by affected agencies.*
 - h. *Identification of indirect cost percentages attributable to Central Service costs versus Departmental costs.*

- i. *The Fiscal Years 2006-2008 Indirect Cost Allocation Plan must include rates for the Department of Public Works and the Office of the Governor.*
 - j. *A general indirect cost rate for other programs currently without a rate, such as the Fire Services, Board of Education, etc. must also be developed.*
 - k. *A catch-all/general "all other programs" indirect cost rate for unspecified programs within all department/agency subject to indirect cost rates must be developed.*
 - l. *Rates for all Public Assistance programs must be developed using OMB Circular A-87 Attachment D.*
 - m. *Rates must be developed for any/all program groupings pursuant to OMB Circular A-87.*
 - n. *A rate for the Medical Assistance Program must be listed separately from other Department of Health groupings.*
2. *Deliverable: Development of procedures to prepare the cost allocation plan and the related proposed indirect cost rates. The procedures will be compiled in a procedure manual written in language (Plain English) as clear and simple as the subject matter permits and will explain the methodology used to calculate the rates including explanations of all "PASS THROUGH" amounts used in calculating the rates for each department. A separate report for the Central Services Cost Allocation Plan must be prepared and six (6) copies must be submitted to VIOMB.*
- a. *Consideration should be given to various difficulties in the accumulation of data, including lack of periodic space studies, delays in the availability of financial information and timely cooperation from programs or departments involved. Accordingly, every attempt must be made by the contractor to secure the required information from the department/agency before soliciting assistance from OMB.*
 - b. *Procedures should be prepared at three (3) levels:*
 - 1. *Program/Development Level*
 - 2. *Accounting/Finance Level*
 - 3. *Budget/Management Level*
3. *Deliverable: The contractor shall provide training for each department, OMB, Department of Finance personnel and provide seminars for top and middle management government personnel and training sessions for career service*

employees. It is anticipated that (1) training will comprise a minimum of ninety (90) hours; (2) will include training objectives/manual; (3) will include list of frequently asked questions and misimpressions re: indirect cost; (4) guidelines for following and dealing with federal grantor agencies.

4. *Deliverable: A final report shall be provided which will present findings and conclusions regarding the proposed system to be implemented. The report will represent clearly any difficulties or circumstances, which may impact the Cost Allocation Plan.*

This project must be completed by February 15, 2005. Primary emphasis will be placed on proposals which present a workable system, (a) that is acceptable to the VI and Federal Governments, (b) can be implemented within the confines of the current information system available, and (c) can be automated and charged by the existing FMS.